Approved For Release 2000/09/01 : CIA-RDP81-00755R000200160029-5 21 August 1953 MEMORANDUM FOR: DIRECTOR OF TRAINING Assistant Deputy (Inspection and Security) VIA: Non-CIA Training for Miss SUBJECT: REFERENCE: CIA Regulation paragraph 2 It is requested that non-CIA training be approved for Miss 25X1A9a The information requested in paragraph 2 of referenced regulation 25X1A9a is as follows: 25X1A9a GS-5, WE 25X1A6a b. Speedwriting School of American Institute 1406 G Street N. W., Washington, D. C. Shorthand lessons. The fee provides for 12 to 14 weeks instruction two evenings a week from 6:15 to 9:15 with certain hours set aside for typing practice for those students who need it. The institute also guarantees that, once the fee is paid, if training is interrupted, students may go back at any time and finish the course, take a refresher course or transfer to any other speedwriting school without additional cost. The institute guarantees 120 words per minute by the end of the course. Courses begin every Monday. Institute does not quarantee 120 words) Total cost not to exceed \$95.00 plus cost of books \$15.30. TOTAL: \$110.30 f. The position in the field requires a qualified secretary with a de-25X1A tailed knowledge of the projects and a sufficient proficiency in 25X1A to be able to copy and translate the language. 25X1A g. The Division intention to utilize subject in essentially the same position she now holds in Headquarters, her knowledge and ability to speak, will provide the station with an experienced secread, and write section of the station. This together with her knowretary in the rojects affords us the service of a person believed to ledge of the fied for this position. be exception NO SECURITY OBJECTIONS 25X1A9a Employee will make no reference to, or discuss his CIA connection, assignment or duties while participating in above Approved For Release 2000/09/01: CIA

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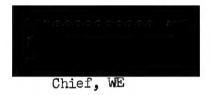
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h. Subject has started classes and feels, since the Agency has no facilities for teaching beginning shorthand, that the speedwriting course will be the only way she will be able to learn shorthand in the time left while processing for overseas duty. Subject has checked on Gregg shorthand classes but the earliest class begins on next October 1st.



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APPROVED: for

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MATTHEW BAIRD

Director of Training

Concurrence:

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